

City of Santa Barbara



Steps for Forming a Private Residential Underground Utilities Benefit Assessment District

Prepared by the
City of Santa Barbara
Public Works Department
November 5, 2008



Table of Contents

Introduction	3
Flow Chart - Forming a Private Residential Underground Utilities Assessment District	4
Step by Step Process - Forming a Private Residential Underground Utilities Assessment District.....	5
Frequently Asked Questions.....	10
Underground Utilities Glossary of Terms.....	14
Private Residential Underground Utilities Assessment District – Resident Petition.....	15
Appendix A - City of Santa Barbara Resolution No. 025	
Appendix B – Santa Barbara Municipal Code Chapter 4.60 “Public Works Benefit Assessment District”	



Introduction

On April 18, 2006, the Santa Barbara City Council adopted Resolution No. 025 (see Appendix A) stating it shall be the policy of the City of Santa Barbara to support utility undergrounding when requested by homeowners of a particular neighborhood. As such, City assistance may be sought to initiate Private Residential Underground Utilities Benefit Assessment Districts.

City support generally consists of providing a handout defining the process, working with the proposed neighborhood to identify the neighborhood level of support, reviewing and processing resident petitions, providing coordination with local utility companies, and pending Council approval, providing benefit assessment district start-up funding support, to be repaid if the benefit assessment district is formed.

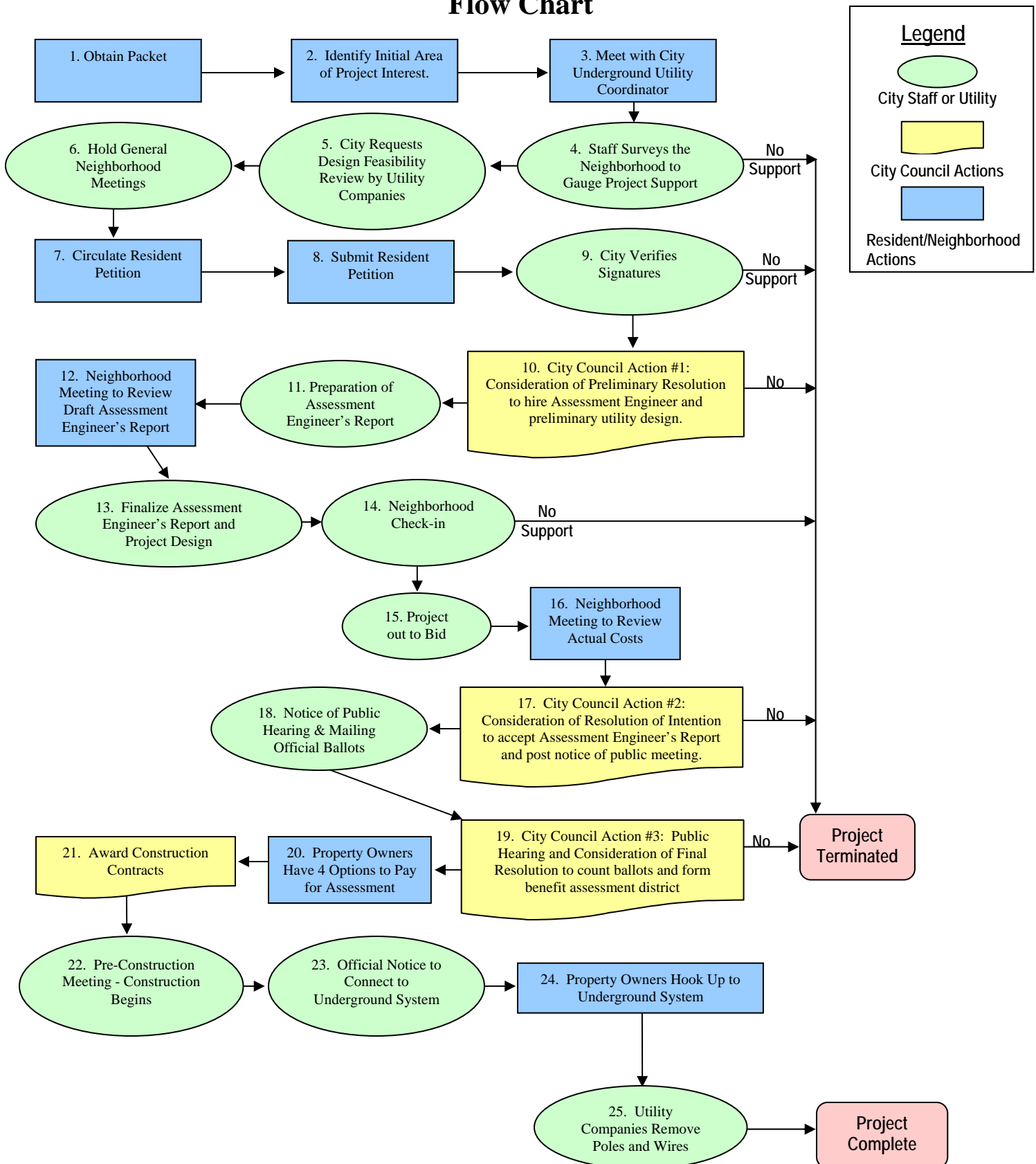
To initiate a benefit assessment district, a neighborhood must contact the City to coordinate the submittal of a resident petition of property owners in the proposed benefit assessment district in accordance with Santa Barbara Municipal Code Chapter 4.60 "Public Works Benefit Assessment District." (See Appendix B.) This Municipal Code Chapter in conjunction with Santa Barbara Municipal Code Chapter 22.40 "Underground Utility Districts" provides direction for formation of Private Residential Underground Utilities Benefit Assessment Districts discussed in this packet. The combined procedures of Proposition 218 (Article XIII of the State Constitution) and the Municipal Improvement Act of 1913 will also be followed in establishing any benefit assessment district.

Upon staff review and verification, staff will forward the resident petition to City Council for consideration of a Preliminary Resolution (the first of three Council actions required to form a benefit assessment district). Pending Council approval, staff will have a topographic survey of the proposed district performed, contract with the involved utility companies for a project design and cost estimate, and hire an Assessment Engineer who prepares the Assessment Engineer's Report to identify the project cost share for each assessed property. Two subsequent Council actions are then required to finalize the formation of a benefit assessment district. As outlined in the attached Flow Chart and Step by Step Process, those subsequent Council actions are 1) Resolution of Intention to accept the Assessment Engineer's Report, and following identification of costs specific to each property 2) Final Resolution where a public meeting is held and official ballots are counted. Note that Council has the ability to not approve the benefit assessment district despite the ballot results.

If the benefit assessment district is ultimately approved, the City will be reimbursed for all Assessment Engineer and City staff start-up support costs which will be made part of the assessment levied against the properties that are part of the benefit assessment district. The City will not contribute to any construction costs. If the benefit assessment district fails to be approved, the City will not seek to recover the City start-up support costs.



Flow Chart





Step by Step Process

The time of completion shown for each phase is a rough estimate dependent on City staff availability, number of projects in process, and the challenges of a particular project to design and /or construct. For a pictorial overview of the process, please see the flow chart on page 4.

1. **Obtain Packet** - The first step in initiating a benefit assessment district is to obtain an informational packet by contacting the City Public Works Engineering Department at (805) 564-5363 or by accessing their web page at:
http://www.santabarbaraca.gov/Government/Departments/PW/Engineering_Division.htm
 - ♦ **Time for Completion: 1-3 Days**
2. **Identify Initial Area of Project Interest** - Identify the property addresses within the geographic area where there is interest in undergrounding the existing overhead utility wires and removing utility poles.
 - ♦ **Time for Completion: 1-2 Weeks**
3. **Meet with City Underground Utility Coordinator** – Once the addresses of the properties within the area of interest are identified, contact Jim Britsch, City Underground Utility Coordinator, at (805) 729-4629, to review materials provided in the information packet, review initial project boundaries, and answer questions.
 - ♦ **Time for Completion: 2-3 Weeks**
4. **Staff Surveys the Neighborhood to Gauge Project Support** – The City will conduct a neighborhood survey to gauge initial support for the project.
 - ♦ **Time for Completion: 1-2 Months**
5. **City Requests Design Feasibility Review by Utility Companies** - The City will contact the utility companies to request a design feasibility review for the project based on the utility service provided to each property within the proposed area of interest. Once the review has been completed, a neighborhood meeting will be scheduled to discuss potential project boundaries based on the neighborhood level of support and technical feasibility.
 - ♦ **Time for Completion: 2-3 Months**
6. **Hold General Neighborhood Meetings** – The City will hold neighborhood meetings to review survey results and further identify support or opposition for the project. Based on the response from the neighborhood, a neighborhood proposed project boundary will be identified.
 - ♦ **Time for Completion: 1-2 Months**
7. **Circulate Resident Petition** – Assuming there is neighborhood support for the project, a formal petition (resident petition) **must be circulated to all property owners** within the proposed benefit assessment district and signatures for or against the proposed project must be obtained. (A sample copy of the Resident Petition is located on page 15.) Prior to circulating the Resident Petition, the City must confirm the proposed boundary for the benefit assessment district. The City will provide a boundary map of the proposed benefit assessment district, an informational



letter, a general range of anticipated assessment costs, and a copy of this packet, all of which must be circulated with the resident petition. Additionally, the City will provide a listing of all property owners within the proposed benefit assessment district. It is important to stress that property owners, rather than renters, be contacted. Renters DO NOT have the right to vote on the creation of a benefit assessment district.

In order for the project to move forward, property owners of not less than sixty percent (60%) of the area of land proposed to be included within the benefit assessment district must indicate their initial support for the project by signing the resident petition. **Signing the resident petition is not a vote.** Later in the process, all affected property owners will be given a more precise estimate of their specific share of total costs and will then have the opportunity to officially vote by ballot, for or against, the creation of the benefit assessment district. (Ballots are weighted in compliance with state law {Proposition 218} according to the level of benefit conferred upon each parcel as identified by the Assessment Engineer's Report.) ***Please note that it is possible for property owners who are not in favor of the benefit assessment district to be included in the benefit assessment district.***

♦ **Time for Completion: 4-5 Months**

8. **Submit Resident Petition** – Once the resident petition has been circulated and signed, staff will review the resident petition and ensure it is complete and that not less than sixty percent (60%) by land area of the property owners proposed to be included within the benefit assessment district have signed in favor of the benefit assessment district.

♦ **Time for Completion: 2-4 Weeks**

9. **City Verifies Signatures** – The City will verify that signatures on the resident petition represent valid property owners for the proposed benefit assessment district. In the event that the resident petition fails to meet the requirements, the neighborhood will have to decide whether to continue the project and try to seek additional support, modify the project boundaries, or terminate the project.

♦ **Time for Completion: 2-4 Weeks**

10. **City Council Action #1: Consideration of Preliminary Resolution** – This is the first of three required City Council actions to form a benefit assessment district. A Preliminary Resolution proposes formation of a benefit assessment district (pursuant to Chapter 4.60 of the Municipal Code) and specifies a distinctive designation for the district. It also describes improvements, exterior boundaries of the proposed benefit assessment district, and orders the preparation and filling of an Assessment Engineer's Report. An Assessment Engineer's Report, as required by law, details the estimated portion of benefit and cost for each individual parcel of land in the proposed benefit assessment district. Additionally, the report explains the method for distributing project costs amongst all affected property owners.

Staff will request that City Council approve funding for the Assessment Engineer's Report, a survey, detailed plans and specifications from the utility companies, and other administrative costs associated with the project. It is important to note that, should the benefit assessment district be approved, start-up support costs for the identified services will be added to the total cost of the assessment. If the benefit assessment district is not approved, the City will not seek to recover these start-up support costs.

♦ **Time for Completion: 1-2 Months**



11. Preparation of Assessment Engineer's Report – The City will work with the Assessment Engineer and utility companies in preparing the Assessment Engineer's Report and plans and specifications. The Assessment Engineer may determine that additional properties be included within the project boundary if these properties receive a direct benefit from the project. Plans and specifications may include wiring changes to individual service lines so that utility services can be furnished from the underground distribution system and the overhead service can be discontinued. This work may also be included in the construction contracts.

♦ **Time to Completion: 6 Months**

12. Neighborhood Meeting to Review Draft Assessment Engineer's Report – A neighborhood meeting will be called to review the draft Assessment Engineer's Report, which may be modified based on neighborhood input. Preliminary engineering design will also be discussed at this meeting.

♦ **Time to Completion: 1 Month**

13. Finalize Assessment Engineers Report and Project Designs – City staff will work with the Assessment Engineer and the Utility companies to finalize their reports and designs in response to any significant issues raised at the Neighborhood Review Meeting. Any and all changes to the documents presented to the neighborhood at the Neighborhood Review Meeting will be available for public review and comment.

♦ **Time to completion: 2 months**

14. Neighborhood Check-In – Prior to accepting the Assessment Engineer's Report, staff may conduct a neighborhood survey to determine the level of project support or opposition. Staff would report the results to Council and either recommend bidding the project or recommend no further action be taken on the project.

♦ **Time to completion: 3 months**

15. Project out to Bid – If the neighborhood demonstrates strong support for the project, plans and specifications will be approved by the City Engineer and bids will be solicited for construction.

♦ **Time to Completion: 2 Months**

16. Neighborhood Meeting to Review Actual Costs - A neighborhood meeting will be called to provide actual costs obtained from the bids and to explain the remaining steps in the process. Any known costs associated with undergrounding individual service lines to each residence will be made available. It is important to note that in addition to the assessment, property owners will incur separate costs for changes to individual service lines. This is so that individual utility services can be furnished from the new underground distribution system and the overhead service can be discontinued. These costs will vary from property to property based on various challenges to construct and may possibly be included in the individual property assessment. Additionally, the Assessment Engineer will finalize the Assessment Engineer's Report and file it with the City Clerk.

♦ **Time for Completion: 2 Months**

17. City Council Action #2: Consideration of Resolution of Intention - This is the second of three required City Council actions to form a benefit assessment district. A Resolution of Intention (pursuant to Chapter 4.60 of the Municipal Code) declares the intention of City Council to order the formation of a benefit assessment district to levy and collect assessments, generally describes



the improvements and refers to the proposed benefit assessment district by its distinctive designation, and gives notice of the time and place for a public hearing where ballots will be tallied and any protests to the improvements or assessments will be considered.

City Council may approve, as filed, or it may modify the report and approve it as modified. City Council will refer to the approved Assessment Engineer's Report on file with the City Clerk for a full and detailed description of the improvements, boundaries of the benefit assessment district, and proposed assessments in its Resolution of Intention.

The City Council may, by resolution, determine and declare that bonds, notes or other instruments be issued to finance the estimated cost of proposed improvements, including incidental expenses.

♦ **Time to Completion: 2-3 Months**

18. Notice of Public Hearing and Mailing of Official Ballots - The City will prepare and mail official ballots to all affected property owners. Property owners will have no more than 45 days to return their ballot, voting either in favor of or against the project. In compliance with state law (Proposition 218), ballots will be weighted according to the level of benefit conferred upon each parcel by the project as identified in the Assessment Engineer's Report. In other words, ballots associated with parcels which receive more benefit from the project will count more than ballots associated with parcels which receive less benefit from the project assessment. (Note: Proposition 218 regulations take precedence over Santa Barbara Municipal Code Chapter 4.60.)

♦ **Time for Completion: 2 Months**

19. City Council Action #3: Public Hearing and Consideration of Final Resolution - This is the third and final required City Council action to form a benefit assessment district. A final Resolution (pursuant to Chapter 4.60 of the Municipal Code) orders improvements and formation of the benefit assessment district, confirms the diagram and assessment, and constitutes the levy of assessment.

- ♦ At the public hearing, City Council shall consider all protests against the proposed assessment and tabulate the ballots. City Council shall not impose an assessment if there is a majority protest. A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property as determined by the approved Assessment Engineer's Report.

Unless there is a majority protest, the Council may adopt the Final Resolution, thereby forming the benefit assessment district and ordering the assessment diagram to be recorded with the County Assessor.

♦ **Time for Completion: 2 Months**

20. Property Owners Have 4 Options to Pay for Assessment – An official notice from the City will be mailed to all affected property owners informing them of the benefit assessment district creation and amount due. Parcel owners will then have 30 days to make arrangements for payment of the assessment. Payment options are:

- Direct payment of total assessment to the City Finance Director



- A lien against the parcel for unpaid assessments will be recorded and can be paid over a period not to exceed 30 years and payments will include interest accrual. The City will provide the County Assessor with a list of all unpaid assessments. The unpaid portion will be added to the Assessor's tax roll and will be billed with other ad valorem taxes.
- The property owners can arrange for private financing.
- Seniors (over 62) on limited income or persons who are blind or disabled may qualify to have the assessment deferred until transfer or sale of their home through the state's Property Tax Postponement Program. Additional information regarding this program is available at www.sco.ca.gov/col/taxinfo/ptp/faq

♦ **Time to Completion: 1 Month**

21. Award Construction Contracts – City Council will award contracts for construction work and may issue bonds, notes, or other instruments to pay for project costs. Any bonds, notes, or other instruments issued will be repaid through payment of the assessment.

♦ **Time to Completion: 3-4 Months**

22. Pre-construction meeting - Construction Begins – The City will organize a meeting with the City Underground Utility Coordinator, Contractor, and affected property owners to discuss construction details and timelines. Every effort will be made to minimize disruption caused by construction. Please understand that there may be times when heavy equipment is operated on neighborhood streets and things might get dusty. In order underground utility wires, trenches will be dug so the pipes can be laid. The City Underground Utility Coordinator and Project Engineer will be available to answer questions and concerns throughout the construction phase.

♦ **Time to Completion: 4-6 Months**

23. Official Notice to Connect to Underground System – Once construction is complete, the City will mail an official notice to all property owners explaining that they are now required to hook up to the underground system.

♦ **Time to Completion: 2-3 Months**

24. Property Owners Hook Up to Underground System – Property owners will be given 30 days after the official notice has been mailed to hook up to the underground system. After the deadline has passed, the City will connect the parcel and place an additional lien on the parcel for work completed under the authority of Santa Barbara Municipal Code Chapter 22.40 "Underground Utility Districts"

♦ **Time to Completion: 2-3 Months**

25. Utility Companies Remove Poles and Wires – After all properties within the UUAD have connected to the underground system, the utility companies will switch the system from overhead to underground and remove poles and wires from the area.

♦ **Time to Completion: 2-3 Months**

♦ **Total Time for Completion: 3-4 Years**



Frequently Asked Questions

What is utility undergrounding?

Utility undergrounding is the process of placing all overhead utilities (electric, telephone, and cable TV) underground.

What is the City's policy regarding utility undergrounding?

The City Council adopted Resolution No. 025 on April 18, 2006, detailing the City's policy regarding utility undergrounding. The policy generally states that it is the desire of City Council to support neighborhoods who want to be assessed for utility undergrounding when requested by homeowners of a particular neighborhood. Neighborhoods seeking to underground utilities must submit a resident petition signed by property owners of not less than sixty percent (60%) of the area of land proposed to be included within the benefit assessment district before the City Council will consider initiating a benefit assessment district and committing start-up support. Start-up support generally consists of hiring an Assessment Engineer (who prepares the Assessment Engineer's Report), project design and cost estimates, and administrative costs associated with the project. If the benefit assessment district is ultimately approved, the City will be reimbursed for all start-up support costs which will be made part of the assessment. If the benefit assessment district fails to be approved, the City will not seek to recover these start-up support costs.

Is undergrounding safe?

YES. In fact, undergrounding may be safer than overhead wires. In the event of an earthquake or strong wind storm, the likelihood of someone being hurt from utility poles and wires falling is eliminated. When wires are placed underground, they are placed into conduit to prevent contact with water or other substances.

Who pays for the utilities to be placed underground?

In residential neighborhoods, undergrounding of utilities is paid for by property owners in the area through the creation of a benefit assessment district. The project area, or benefit assessment district, may be formed only if it is approved by the affected property owners following the combined procedures of the City of Santa Barbara Municipal Code Chapter 4.60 "Public Works Benefit Assessment District," Proposition 218, and the Municipal Improvement Act of 1913.

What do I have to do to get a project started in my neighborhood?

First, contact the City to obtain the informational packet titled, "Steps for Forming a Private Residential Underground Utilities Benefit Assessment District" or access the packet on the City's web site; http://www.santabarbaraca.gov/Government/Departments/PW/Engineering_Division.htm. The packet has information needed to initiate a project in your neighborhood. After receiving the packet, take some time to review all of the materials and then contact Jim Britsch of Facilities Management Specialists LLC (City Underground Utility Coordinator) at (805) 729-4629. A series of meetings will be set up to discuss the proposed project and requirements.

How much does undergrounding utilities cost?

The cost of undergrounding utilities depends on several factors including the density of housing within a district as well as the difficulty of construction (e.g., digging into rocky soil, narrow and hilly streets, etc.).



Additionally, construction costs fluctuate due to costs of construction materials and fuel cost increases or decreases. Until engineers have completed a thorough design, an accurate estimate can not be made. However, under State law, you **cannot** be assessed until you are informed of what the exact assessment will be. If the project in your neighborhood moves forward, you will know how much it will cost before you vote for or against the project.

In addition to the assessment, which pays for the cost of placing the shared utilities underground, costs associated with undergrounding your individual service utilities may be included with your individual property assessment. This will allow you to switch your connection from overhead wires to the underground system. These costs will vary from property to property depending on difficulty of construction.

What if I can't pay for it all right now?

If the project is approved by property owners in the proposed project area, you will have 30 days to pay for your share of the project after you receive a notice from the City. However, you can stretch payments over a period not to exceed 30 years. The assessment and accrued interest will be included annually on your parcel tax bill until it is paid off.

What if I can't afford the assessment?

If you are a senior citizen (at least 62 years old) and on limited income, or blind or disabled, you may be eligible to defer the cost of the assessment until you sell or transfer the home, at which time the assessment will be paid with the proceeds from the sale of your house. Visit the California State Controllers Office website for additional information regarding the Property Tax Postponement Program at www.sco.ca.gov/col/taxinfo/ptp/faq. For other payment options, please see Step 20 in the Step by Step Process for Forming a Private Residential Underground Utilities Assessment District.

How long will this project take to finish?

Based on the size of the project, the time from start to finish will average 3-4 years. While this may seem like a long time, undergrounding is complicated and requires careful design. It is extremely important that the assessment estimate given to you is as accurate as possible. For a detailed breakdown of the timeline for a project, see the Steps for Forming a Private Residential Underground Utilities Benefit Assessment District Flow Chart on page 4 of this packet. The flow chart outlines the steps for initiating and completing benefit assessment district.

Will my electricity be out during the construction?

During construction there will be some disruption because streets in the area will be dug up; however, your electricity, cable TV, and telephone service should only be affected for short intervals. Only after everyone in the project area has connected to the underground system will the overhead wires and poles be removed.

How does the voting work?

Under California State Constitution (Proposition 218), each property owner in the proposed benefit assessment district will receive written notice of the proposed assessment. The proportionate benefit provided to each parcel by the undergrounding project in relationship to the entire cost of the project, including maintenance and operation expenses and the duration of payments will be provided to each property owner. This written notice shall also contain a ballot, which shall be weighted according to the proportional financial obligation of the affected parcel, and the property owner can indicate his or



her support or opposition to the proposed assessment. This means that the higher the assessment cost, the higher the weight given to the ballot. For example, if your proposed assessment is \$15,000, that might equal one vote. Another person's proposed assessment might be \$30,000, so their ballot would count as two votes.

The ballot must be received by the City prior to a public hearing which the City must conduct. At the public hearing, the City will tabulate the ballots. The district is not formed and the assessments are not made if there is a majority protest. A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property. (Note: Proposition 218 regulations take precedence over Santa Barbara Municipal Code Chapter 4.60.)

Can I change my mind after submitting my ballot?

Yes. You may withdraw or change your ballot prior to the conclusion of the public comment portion of the City Council public hearing.

What happens if I'm not in favor of this project?

Staff strives to be responsive to all property owner concerns. However, it is possible for property owners who are not in favor of the benefit assessment district to be included in the benefit assessment district.

Why can't the City pay for a part of this project?

The City of Santa Barbara is supportive of private residential underground utility benefit assessment district projects; however, there are many competing infrastructure needs that must be met, such as repaving roads, repairing public buildings, and maintaining parks. City Council has set aside start-up support money for benefit assessment districts. If your project qualifies, City Council will consider funding initial engineering studies to determine the cost of the project. The start-up support money provided by the City will be added to the assessment if the project is approved by property owners.

I have heard of something called Rule 20A. What is that?

The California Public Utilities Commission (CPUC), which regulates companies like Southern California Edison (Edison), adopted Rule 20A which requires Edison to set aside a portion of their revenues from the City of Santa Barbara for undergrounding of utilities. In general, Rule 20A requires that the funds be used for projects with heavy overhead utilities, or in high traffic or public use areas. Edison annually sets aside approximately \$500,000 for undergrounding projects in Santa Barbara. City Council has appointed the Planning Commission as the Utility Undergrounding Advisory Committee who determines priorities for Rule 20A projects. The Planning Commission has a slate of projects they are considering for some of the major thoroughfares in the City. The City has used Rule 20A funds in the past to underground wires along State Street, Milpas Street, Santa Barbara Street, and other locations throughout the City.

Why can't the Utility Companies pay for this project? It's their wires, right?

Unfortunately, undergrounding utilities is expensive and there is no legal requirement for them to underground their facilities.

What will happen to the street lights?



In most cases throughout the City, street lights are attached to utility poles. The project will include installation of new street lights. New street lights must comply with current City standards and costs will be added to the assessment.

I've heard about new technologies like fiber optics coming to residential neighborhoods. How does undergrounding utilities fit into all of this?

New technologies, such as fiber optics, can exist both on overhead poles or underground. Currently, when undergrounding utility projects take place, additional conduits for future fiber optic cable may be installed.

How much will undergrounding utilities improve my property value?

Undergrounding utilities may have a positive effect on property values due to improved safety, reliability, enhanced views and general aesthetic improvements. However, the City can not determine the exact value for you. You might want to consult with a real estate agent or real estate appraiser for their advice.

Why can't the City incorporate undergrounding utilities as part of other infrastructure improvements?

As previously mentioned, it takes 3-4 years to plan, design, and construct an undergrounding utility project. If the City were to incorporate undergrounding utilities with other infrastructure projects, important improvements like sewer and water line replacements would be delayed. In addition, methods of construction for undergrounding utility projects are different.

I still have more questions, who can I call for more information?

You may contact John Ewasiuk, Principal Civil Engineer at (805) 564-5373 or Jim Britsch, City Underground Utility Coordinator at (805) 729-4629.



Underground Utilities Glossary of Terms

Assessment Diagram	The official map submitted to the County Assessor identifying all of the affected parcels and subdivisions.
Assessment District	The parcels of land specified in the Assessment Diagram that are required to pay for the underground utility project.
Assessment Engineer	A duly certified and registered Professional Engineer (PE), directed to prepare the Assessment Engineer's Report.
Assessment Engineer's Report	The official report provided to the City Council and each affected property owner detailing the exact costs of the proposed assessment for a parcel, the method of calculating the assessment, and a detailed assessment diagram.
Assessor's Parcel Number (APN)	This number is assigned by the County to identify and track a particular piece of property.
Boundary Map	See Assessment Diagram
Certificate of Sufficiency	The City of Santa Barbara requires that a resident petition supporting the formation of an assessment district be signed by property owners of not less than sixty percent (60%) of the area of land proposed to be included within the benefit assessment district. If the City Council finds that the resident petition is signed by the requisite number of property owners proposed to be included within the benefit assessment district, that finding shall be final and conclusive.
Municipal Act of 1913	The legal authority under which assessments for improvements can be made.
Proposition 218	Approved by the voters in 1996, Prop. 218 expands on the requirements of the Municipal Act of 1913 and requires that affected property owners receive a mailed ballot. In addition, Prop. 218 requires that any new or increased local general taxes be submitted to the voters for approval.
Resident Petition	The official City petition that must be signed by property owners of not less than sixty percent (60%) of the area of land proposed to be included within the benefit assessment district.
Resolution of Intention	A Resolution of the City Council formalizing its intention to create an assessment district after receiving the petitions.
Utility Undergrounding	The process of placing overhead utility wires and facilities underground.
Weighted Ballot	Under Proposition 218, each property owner in a proposed benefit assessment district must receive a weighted ballot proportional to the benefit received from the assessment (meaning the higher the benefit, the greater the weight of the ballot).



**Private Residential Underground Utilities Assessment District
Resident Petition (Note –This form to be updated soon.)**

Honorable City Council
City of Santa Barbara
Santa Barbara, California

We the undersigned property owners of not less than sixty percent (60%) of the area of land in the proposed assessment district depicted on the attached boundary map, which after a weighted mail-in ballot may be subject to assessment for the proposed improvement requested, hereby, do respectfully petition the City Council to institute the necessary proceedings to obtain estimates and parcel assessment values for the improvement of undergrounding the identified aerial utility facilities, including electrical, telephone, and cable television in this district. Improvements consist of construction of necessary substructures (trenching, conduit, manholes, and vaults) with associated engineering and administrative services and all appurtenant work thereto. It is requested that the proceedings for this improvement be instituted under the combined proceedings of the “Improvement Act of 1913,” Division 12 of the Streets and Highways Code of the State of California, Article XIID of the State Constitution (Prop. 218), and City of Santa Barbara Municipal Code Chapter 4.60 - Public Works Benefit Assessment District.

APN (Parcel No.)	Parcel Address	(Print) Owner Last Name	(Print) Owner First Name	Owner Address (If different from Parcel Address)	Owner Signature	Support Project (Yes/No)	If you do not support the project, why not?	Date